ETID

ELECTRONIC TURN IN DOCUMENT

ETID - HAZARDOUS ACCESS

JANUARY 2006

SIMPLIFYING THE TURN IN PROCESS

ETID – NEW 'HAZ' USER INSTRUCTIONS

- Read the instructions in this document as supplemental information to the "ETID – Access" instructions on this web page

- Existing ETID users should update user profile with this information and "save"

- "Hazardous Default Profile" Help Page provides detailed information

ETID – NEW 'HAZ' GENERATOR USER

- RECOMMEND GENERATOR USERS:
  - BE FAMILIAR WITH "USABLE" ETID
  - WORK WITH YOUR LOCAL DRMO
  - ENROLL IN DLA TRAINING CENTER COURSE DTC05CLS001, Hazardous Automated Turn-in, WHEN AVAILABLE

- REQUEST FOR ACCESS MUST INCLUDE "Certified for Hazardous Turn-in – Yes" at "Other Information"

- HAZARDOUS DEFAULT DATA PROFILE IS REQUIRED BEFORE ENTERING ANY HAZARDOUS RECORDS
  - OBTAIN REQUIRED FINANCIAL INFORMATION FROM YOUR RESOURCE ADVISOR OR FINANCE & ACCOUNTING OFFICE
  - COORDINATE WITH LOCAL DRMO FOR DRMO DODAAC AND OTHER GUIDANCE

- HELP SCREENS PROVIDE DETAILED GUIDANCE

ETID 'HAZ' GENERATOR INFORMATION

- Only DRMO DODAAC authorized to receive hazardous turn-ins (see DRMO)
- Hazardous Generator requires this additional information (Finance & Accounting):
  - Signal Code
  - Bill to DODAAC
  - Fund Code
- Points of Contact (POC) for Material/Waste

ETID – 'HAZ' GENERATOR USER - REQUIRED INFORMATION

Phone Numbers

* Commercial Phone Number (including area code) : [ ]

Commercial Phone Extension : [ ]

DSN Phone Number : [ ]

Other Information

* Type of DoD Employment : Choose an option from the drop-do[ ]

* Certified for Hazardous Turn-in (Y/N): No ▼

"Certified for Hazardous Turn-in" requires a "yes"

Your Supervisor's Information

* Supervisor's Name : [ ]

* Supervisor's Commercial Phone : [ ]

* Supervisor's Email Address : [ ]

The system will check that mandatory fields have been entered before allowing you to go to the next page.

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ETID – NEW USER - GENERATOR
GENERATOR/DRMO DoDAAC

NOTICE

To successfully establish Generator to DRMO relationships follow these steps:

1. Enter a generator and DRMO DoDAAC in the textfields below and select the 'Add' button.
2. The generator/DRMO pair will be added to the select box.
3. At least one generator/DRMO pair must be added to the select box before selecting the 'Next' button.
4. To remove an incorrect generator/DRMO pair in the select box, highlight the pair and select the 'Delete' in the select box you will need to add the correct generator/DRMO DoDAAC pair before deleting

You Can Enter Multiple Generator - DRMO DoDAAC Relationships

?**Help**

DoDAAC Pair Entry

* **Enter Generator DoDAAC:** `FB6061`
(this is a DoDAAC that you will turn-in property under)

* **Enter Corresponding DRMO DoDAAC:** `SH510C` [Add]
(this is the DoDAAC that you will turn property into for the above Generator DoDAAC)
[click here to view list of DRMOs]

ADD GENERATOR TURN-IN DoDAAC AND AFFILIATED DoDAAC

DoDAAC Pairs List

Generator DoDAAC and Affiliated DRMO DoDAAC:
```
FB6061 → SH510C
```
[Delete]

Routes ETID To Appropriate DRMO Screen For Review

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ETID – NEW USER
CONTACT LISTINGS FOR ACCESS

For Program information/comments, please contact:

ETID access or Usable Property

CONUS Locations:

(via e-mail) **Roger Kriegbaum**
or phone: (commercial) 269-961-7288; (DSN) 661-7288

OCONUS Locations:

(via e-mail) **Larry Williams**
or phone: (commercial) 269-961-5090; (DSN) 661-5090
 OR
(via e-mail) **Jim Lamontagne**
or phone: (commercial) 269-961-5337; (DSN) 661-5337

Hazardous Property
(via e-mail) **Randy Schmitz**
or phone: (commercial) 269-961-5874; (DSN) 661-5874

For Application/Technical Support, please contact:

(via e-mail) **DRMS Helpdesk**
or phone: (commercial) 269-961-4999; (DSN) 661-4999

ETID – NEW USER – GENERATOR

- IF APPROVED, THE GENERATOR WILL RECEIVE AN EMAIL CONTAINING THEIR OFFICIAL LOG-IN IDENTIFICATION NUMBER

- GENERATORS WILL USE THIS IDENTIFICATION NUMBER AND PASSWORD CREATED DURING THE ACCESS REQUEST PROCESS TO BEGIN USING ETID

- GENERATOR WILL COMPLETE THE SECURITY BLUE CARD AND RETURN TO DRMS SECURITY